



Events Volunteer Annual Luncheon

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to edit this area)

Location:
Oakland

Position Title: EVENTS VOLUNTEER - ANNUAL GALA LUNCHEON

Supports: Chief Programs Officer, Development Team, Volunteer Coordinator

Position Summary: Works with the Volunteer Program Coordinator and Development Team on our annual Gala Luncheon. This special event coordinator will provide program support by preparing for our Gala luncheon and performing tasks leading up to the event. These duties can include but are not limited to:

Essential Responsibilities

- Helping with invitations and tracking RSVPs and registration
- Keeping updated communications with luncheon venue: menu; room set-up; A/V and other equipment needs
- Making sure that materials are at site day of event
- Maintain coordination with Staff & Volunteers regarding their roles at event

Requirements:

- Must complete a Live Scan background check that is paid for by Catholic Charities
- Must complete an online training in recognizing and reporting abuse
- Must commit to volunteer at least 3 hours per week from June – October, 2019
- Familiarity of Raiser's Edge 7.96 Special Event module desirable but not necessary

Agency Culture:

Catholic Charities of the East Bay provides innovative solutions to help people who struggle with poverty and other complex issues. We work with youth, children, and families to promote self-sufficiency, strengthen families and pursue safety and justice. Help is offered through counseling, case management, financial support when facing a housing crisis, and more. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race, ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief.